

# Report of the Board of Directors

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Virginia Product and Industry Standards

## Introduction

The Board held its quarterly Board of Directors meeting on Saturday, July 9, 2005, and continued that meeting during work sessions throughout the remainder of the Annual Meeting. The Board of Directors and the NTEP Committee invited members to dialogue with the Board on the following issues: Conformity Assessment, NCWM Organizational Structure, the National Training Program, Voting Procedures, Public Relations campaign and participation internationally, i.e., OIML, CFTM, APLMF, and USNWG.

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## **1. NTEP Chair Position**

The Board discussed the feedback received from the membership regarding a longer term for the NTEP Chair position. They did not get a sense of urgency from comments heard on this item. As a result, a decision was made to not move forward with this issue at this time.

## **2. The Use of Work Groups**

Some members of the Board and NIST WMD senior staff met in May to discuss how to identify the need for and fund work groups. The consensus was to form a Review Panel made up of a member of the NCWM Board of Directors, representatives from NIST WMD, the appropriate NCWM Standing Committee chairpersons, and designated representatives from the Associate Membership Committee. This panel will assess all new proposals to NCWM standing committees put forward from the regional associations and other sources, and make recommendations to the standing committees regarding the best method to develop each proposal. This Review Panel will operate on a trial basis for all new proposals coming forward from the regions in the fall of 2005 for the NCWM Interim Meeting in January 2006. Recommendations may include:

1. Assigning the proposal to an existing work group of experts for proper development,
2. Creating a new work group of experts to develop the proposal,
3. Returning the proposal to the source region for further development, or
4. Completing the development of the proposal within the standing committee.

The Board and NIST WMD will jointly address funding for work groups and recognize that some work groups may be able to accomplish their work through alternative means including email, telephone, web or video conferencing, or meeting in conjunction with other meetings. When funding is requested, there should be an identified product outcome and a timeline for achieving that outcome. The outcome should, at the completion of the committee's work, be reported to the appropriate standing committee for action on the item by the NCWM.

## **3. National Training Program Curriculum**

The Board has turned over the National Training Program Curriculum to the Professional Development Committee and issues will now revert to the Professional Development Committee agenda items and report. This issue will no longer be on the BOD's agenda.

## **4. Voting Procedures**

Reduced attendance at NCWM annual meetings in recent years due to budget constraints has caused difficulty for standing committees to move forward on some difficult voting issues. This prompted proposals to the Board to amend the voting procedures in the bylaws. The Board has heard testimony in past meetings both supporting and opposing such changes. The historical perspective for the current bylaws indicates that the goal is to get support for or against an item from a majority of the states and territories prior to adopting or rejecting a voting item.

Hearing no feedback on this issue at the 2005 Interim Meeting, the Board withdrew the proposal.

## **5. Marketplace Surveys**

There was positive feedback and interest in conducting marketplace surveys. NCWM will refer to the product survey protocol adopted in 1999 for the coordination of any product surveys it conducts. The Board formed a team in accordance with the protocol and will plan a market survey in the next year as a joint effort with NIST WMD.

The Board believes marketplace surveys can be a useful tool for weights and measures jurisdictions. Based on comparisons with other jurisdictions, the data may be useful in protecting or increasing funding to a particular program and may be valuable in generating visibility for the value of weights and measures programs.

## 6. Meetings

Some of the constraints that had been in place for the selection of meeting sites and facilities have been removed. The Board indicated that the regional rotation does not necessarily need to continue nor does the mandatory Federal per diem room rate.

## 7. Conformity Assessment

The work groups are continuing work on their particular charges. A presentation by each of the three task forces was made during the Board's open hearings. Good progress has been made, and the Board asked the task forces to continue to move forward with developing the model. The current plan is to focus a pilot program on one device type for Initial Verification and Certificate Administrative Review. See Appendix C for complete Conformity Assessment update and presentations by the three task forces.

## 8. Electronic Copies of Pub 14

Some of our membership had requested the opportunity to purchase electronic copies of Pub 14 instead of the traditional hard copy. The Board recognized the added value electronic copies would provide our membership and gave staff direction to move forward with the creation of electronic copies of Pub 14. Staff completed the project and copies were available for sale at the Annual Meeting. Print copies will still be offered.

## 9. Website Revamp

The website revamp has been completed. The new website provides improved navigation to popular pages and more tools to benefit members. The regional associations were offered the opportunity to place their content as a section on the NCWM website, and the Central Weights and Measures Association has taken advantage of that opportunity.

## 10. Participation in International Standards Setting

The Board unanimously agreed to participate on the Committee on Participation Review, but NCWM will not sign the Declaration of Mutual Confidence document until it is ready to sign as a Country A with regard to R76 and R60. However in light of the decision by the NIST Force Group not to participate in OIML R60 testing of load cells, the Board is being asked to reconsider its position regarding R60. Specifically, the Board is being asked to consider being a "utilizing country" for R60 data since it may not be possible for a U.S. laboratory to conduct such evaluations. The Board has designated representatives for the Committee on Participation Review for R60 and R76. The Board recognized the need to involve the brick and mortar labs in the process.

## 11. Nominating Committee

The Nominating Committee submitted the following report to the NCWM Board of Directors:

- Chairman Elect: Mike Cleary, California
- Treasurer (one-year term): Tom Geiler, Town of Barnstable, Massachusetts
- Active Membership/Central (five-year term): Judy Cardin, Wisconsin

## 12. Future Meetings

### NCWM Annual Meetings

2006	July 9 - 13	Chicago Marriott, Chicago, IL
2007	July 8 - 12	Snowbird Resort, Salt Lake City, UT

### NCWM Interim Meetings

2006 January 22 - 25 Omni Jacksonville, Jacksonville, FL  
 2007 January 21 - 24 Omni Jacksonville, Jacksonville, FL  
 2008 January 13 - 16 Marriott Convention Center Hotel, New Orleans, LA

### NTEP Lab & Sector Meetings

GMM/NIR Sector Meeting: August 24 - 25, 2005, Kansas City, MO  
 Weighing Sector Meeting: September 25 - 27, 2005, Columbus, OH  
 Measuring Sector Meeting: October 21 - 22, 2005, Memphis, TN

## 1. Membership Report

The total NCWM membership, as of July 10, 2005, is 2510. The membership breakdown by category is:

State Government	849
Local Government	492
U.S. Government	27
Foreign Government	31
Associate Members	844
Foreign Associate	42
Retirees	225

## 2. Financial Report

The Board reviewed the 2003-04 year-end audited financial report.

	Statement of Activities ending September 30, 2004	2004 Budget
<b>Revenue &amp; Support</b>		
Government Dues	\$ 93,220	\$ 97,500
Associate Dues	\$ 58,055	\$ 61,750
National Type Evaluation Program	\$435,397	\$432,025
Interim Meeting Fees	\$ 27,580	\$ 21,750
Annual Meeting Fees	\$ 68,822	\$ 80,900
Publications	\$ 20,274	\$ 18,850
Advertising	\$ 775	\$ 975
Investment Return	\$ 8,287	\$ 7,500
Total revenue & support	\$712,410	\$721,250
<b>Expenses</b>		
<b>Programs</b>		
Membership	\$ 12,749	\$ 10,814
National Type Evaluation Program	\$428,538	\$431,662
Interim Meeting	\$ 47,227	\$ 51,056
Annual Meeting	\$ 81,356	\$ 95,545
Publications	\$ 11,265	\$ 15,601
Newsletter	\$ 15,753	\$ 15,315
Total Programs	\$596,888	\$619,993

**Management & General**

Management Fees	\$ 48,655	\$ 48,655
Board of Directors	\$ 42,075	\$ 25,000
Bank Fees	\$ 11,697	\$ 6,400
Website	\$ 10,317	\$ 11,635
Legal & Accounting	\$ 5,479	\$ 7,225
FMA Expense	\$ 4,380	\$ 0
Committee Travel	\$ 1,972	\$ 2,500
Insurance	\$ 1,854	\$ 2,700
Office Supplies	\$ 1,495	\$ 1,200
Telephone	\$ 1,246	\$ 2,000
Storage Fees	\$ 960	\$ 960
Printing & Duplicating	\$ 932	\$ 1,000
Miscellaneous	\$ 168	\$ 0
Postage	\$ 47	\$ 100
Total Management & General	\$131,277	\$109,375
Total Expenses	\$728,165	\$729,368
Change in net assets	(\$15,755)	

**Net assets, beginning of year** **\$622,387**

**Net assets, end of year** **\$606,632**

**Assets****Current Assets**

Cash & Cash Equivalents	\$197,396
Certificates of Deposit	\$551,267
Accounts Receivable	\$ 299
Prepaid expenses	\$ 2,506
Interest Receivable	\$ 5,099
Total Assets	\$756,567

**Liabilities & Net Assets**

Accounts payable	\$ 626
Deferred Dues Revenue	\$133,280
Total Liabilities	\$133,906

**Net Assets**

Unrestricted	\$622,661
Total liabilities and net assets	\$756,567

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G. Weston Diggs, Virginia, NCWM Chairman  
Don Onwiler, Nebraska, NCWM Chairman-Elect  
Judy Cardin, Wisconsin  
Charles Carroll, Massachusetts  
Michael Cleary, California  
Tom Geiler, Town of Barnstable, Massachusetts  
Stephen Pahl, Texas  
Michael Pinagel, Michigan  
Christopher B. Guay, Procter & Gamble Co.  
Darrell Flocken, Mettler-Toledo, Inc.  
NCWM Staff: Beth W. Palys, CAE  
NIST: Henry Oppermann

**Board of Directors**

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## Appendix A

### Report on the Activities of the International Organization of Legal Metrology (OIML) And Regional Legal Metrology Organizations

International Legal Metrology Group  
Weights and Measures Division, NIST

The International Legal Metrology Group (ILMG) of the Weights and Measures Division (WMD) of the National Institute of Standards and Technology (NIST) is responsible for coordinating U.S. participation in OIML and other international legal metrology organizations. Learn more about OIML at the OIML website at <http://www.oiml.org> and the WMD website at <http://www.nist.gov/owm> on the Internet. Dr. Charles Ehrlich, Group Leader of the ILMG, can be contacted at [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov) or at 301-975-4834 or by fax at 301-926-0647.

***Please note: OIML publications are now available without cost at <http://www.oiml.org>***

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#### I. Report on the Activities of the OIML Technical Committees

This section reports on recent activities and the status of work in OIML Technical Committees (TCs) and Technical Subcommittees (SCs) of specific interest to members of the NCWM. Also included are schedules of future planned activities of the Secretariats, the U.S. National Work Groups (USNWGs), and the International Work Groups (IWGs) of the Committees and Subcommittees. The name in *italics* after the Committee or Subcommittee is the country responsible for secretariat activities.

##### *TC3 Metrological Control (United States)*

A joint work group of the OIML, the International Bureau of Weights and Measures (BIPM), and the International Laboratory Accreditation Cooperation (ILAC) developed a draft revision of OIML D1 "Elements for a Law on Metrology." In early 2004, the NIST WMD reviewed the document for consistency with NIST Handbook 130. The revision of D1 presents the various elements that should be considered when preparing laws related to metrology. This document gives advice on general laws covering all the aspects of legal metrology, as well as specific laws related to some distinct aspects of metrology, such as legal units and traceability. OIML D1 was approved by the CIML in October 2004, has been published, and is available for free on the OIML website.

##### *TC3/SC1 "Pattern Approval and Evaluation" (United States)*

The OIML documents D19 "Pattern evaluation and pattern approval" and D20 "Initial and subsequent verification of measuring instruments and processes" have not been revised in over fifteen years. The subcommittee has approved the U.S. proposal for a combined revision of OIML D19 and D20 into a single document "Principles of metrological control of measuring instruments: type approval and verification." Key elements of OIML D3 "Legal Qualification of Measuring Instruments," R34 "Accuracy Classes of Measuring Instruments," and R42 "Metal Stamps for Verification Officers" will also be incorporated into the combined revision of OIML D19 and D20.

The revised documents will incorporate recent developments such as the OIML certificate system, D27 "Initial verification of measuring instruments utilizing the manufacturer's quality management system," and the "Framework for a mutual acceptance arrangement (MAA) on OIML type evaluations." Consideration will be given to the appropriate conformity assessment options developed by the International Organization for Standardization (ISO) Council Committee on Conformity Assessment (ISO CASCO), including quality systems, product certification, and accreditation. Consideration needs to be given as well to information technology and statistical methods to increase or decrease verification intervals based upon proven instrument performance. For more information on this activity, contact Dr. Ambler Thompson at 301-975-2333 or at [ambler@nist.gov](mailto:ambler@nist.gov).

*TC5/SC1 Electronic Instruments (Netherlands)*

The final Draft Document of D11 "General Requirements for Electronic Measuring Instruments" was approved by CIML postal ballot in 2004 and has been published. This is an especially important document in the OIML system because its testing requirements will become general guidance for all OIML Recommendations for electronic measuring instruments.

*TC5/SC2 Software (Germany and France)*

In May 2004, all OIML TCs and SCs that are currently revising an OIML Recommendation were contacted to ensure that software aspects are considered in revised Recommendations. All OIML Documents and Recommendations published since 1990 are being reviewed for terms and requirements related to software. A pre-draft of the document "Software in Legal Metrology" was circulated in October 2004 by the Secretariat. When complete, the document will serve as guidance for technical committees addressing software requirements in Recommendations for software-controlled instruments. The ILMG submitted U.S. comments on the pre-draft in February 2005, and the next draft is expected late in 2005. Please contact Wayne Stiefel at 301-975-4011 or by email at [stiefel@nist.gov](mailto:stiefel@nist.gov) if you would like to participate in this project. Please see <http://ts.nist.gov/ts/htdocs/230/235/TC5-SC2.htm> to review the documents.

*TC8/SC1 "Static Volume Measurement" (Austria)*

The Secretariat submitted 1<sup>st</sup> CD revisions in January 2005 for OIML R71 "Fixed Storage Tanks," R80 "Road and Rail Tankers," and R85 "Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks." U.S. comments, including those of the American Petroleum Institute, on all three of these documents were sent in April 2005. The Secretariat held a subcommittee meeting in April 2005 in Vienna, Austria. Another meeting of the subcommittee is scheduled for October 2005. Please contact Wayne Stiefel at 301-975-4011 or at [stiefel@nist.gov](mailto:stiefel@nist.gov) if you would like copies of the documents or to participate in these projects.

*TC8/SC3 "Measuring Instruments for Liquids other than Water." (Germany) and TC8/SC4 "Dynamic Mass Measurements (Liquids other than Water)" (United States)*

OIML R117 "Measuring Instruments for Liquids other than Water" is undergoing an extensive revision, incorporating new instrument technologies and merging the document with OIML Recommendations R86 "Drum Meters" and R105 "Mass Flowmeters." This is a high priority project for OIML. ILMG is working with the U.S. National Work Group on flowmeters, Germany, and the Netherlands on this effort. Meetings of the U.S. National Work Group on flowmeters were held during the NCWM Annual Meeting in July 2004 in Pittsburgh, the NCWM Interim Meeting in January 2005 in Santa Monica, and the NCWM Annual Meeting in July 2005 in Orlando. Measurement Canada has been a strong contributor to this effort. A 2<sup>nd</sup> CD of R117 was circulated to the two international subcommittees and received over 90 % international "yes" votes in July 2004. The Draft Recommendation (DR) will be circulated to OIML member nations in the late summer of 2005 with an objective of receiving full CIML approval on R117 in 2006. If you have questions or would like to become involved in this effort, please contact Mr. Ralph Richter by email at [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) or at 301-975-4025.

*TC8/SC7 "Gas Metering" (Belgium and France)*

The Secretariat circulated a 3<sup>rd</sup> CD of the Recommendation "Measuring Systems for Compressed Natural Gas (CNG) for Vehicles" and annexes covering performance tests for electronic devices and basic test procedures. In April 2003 the United States cast a negative ballot on the 3<sup>rd</sup> CD because the testing requirements were unrealistic. A 4<sup>th</sup> CD is being prepared by the Secretariat.



A ballot was circulated on the 3<sup>rd</sup> CD “Measuring Systems for Gaseous Fuel” in March 2004. This Recommendation is intended for large pipelines with large flow rates and high operating pressures, or systems not fitted with diaphragm gas meters. Different types of measuring systems are covered by the Recommendation: measuring systems providing indications of volume at base conditions or mass converted from a volume of gas determined at metering conditions, measuring systems providing directly the mass of gas, and measuring systems providing indication of energy corresponding to a volume at base conditions or a mass of gas. Based on a review of the 3<sup>rd</sup> CD and its requirements, the United States voted “no” in June 2004; comments were sent to the Secretariat recommending that several sections needed clarification, that the test report procedure be improved to better define flow conditions for improved meter measurement, and that severity levels be changed in the electrostatic discharge test. A 4<sup>th</sup> CD was received from the Secretariat and comments are due in November 2005. Please contact Wayne Stiefel at 301-975-4011 or at [stiefel@nist.gov](mailto:stiefel@nist.gov) if you would like to obtain a copy of these documents or to participate in these projects.

*TC8/SC8 “Gas Meters” (Netherlands)*

Based on a poll of subcommittee members, R6 “General provisions for gas volume meters,” R31 “Diaphragm Gas Meters,” and R32 “Rotary Piston Gas Meters and Turbine Gas Meters” have been revised and combined into a single Recommendation. The Secretariat circulated a 2<sup>nd</sup> CD of this document, and U.S. comments were returned in March 2005. A subcommittee meeting to discuss the document was held in June 2005 in the Netherlands. Please contact Wayne Stiefel at 301-975-4011 or at [stiefel@nist.gov](mailto:stiefel@nist.gov) if you would like to participate in this project.

*TC9/SC1 “Nonautomatic Weighing Instruments” (Germany and France)*

The current review cycle of R76 “Non-automatic Weighing Instruments” is of major importance to U.S. interests because the Recommendation serves as the foundation for a majority of the laws and regulations that governs weighing instruments around the world. This review is significant for U.S. weighing instrument manufacturers because international harmonization of requirements would eliminate technical barriers to trade and reduce the delays and the cost of getting new weighing instruments into the global marketplace. It is also important for legal metrology officials since it is taking place when the NCWM is considering its participation in the OIML Mutual Acceptance Arrangement (MAA) for type evaluations with other countries. The United States returned comments on the first working draft of the revised R76 in April 2004. This draft included new language addressing metrological controls for type evaluations, conformity, and initial and subsequent inspections. A first committee draft was circulated to the USNWG, and a U.S. response with comments was sent to the Secretariat in April 2005. The USNWG held a meeting in July 2005 and is being consulted concerning proposals to harmonize Handbook 44 and R76. If you would like to participate in this effort, please contact Steve Cook at 301-975-4003 or [steven.cook@nist.gov](mailto:steven.cook@nist.gov).

*TC9/SC2 “Automatic Weighing Instruments” (United Kingdom)*

The Recommendation R134-1 “Automatic Instruments for Weighing Road Vehicles in Motion – Total Load and Axle Weighing” is out for final vote. If approved, the document should be published in early 2006. If you would like to receive a copy of this document, please contact Richard Harshman at 301-975-8107 or [harshman@nist.gov](mailto:harshman@nist.gov).

*TC17/SC1 “Humidity” (China)*

The Secretariat is working closely with the United States and a small international work group (IWG) to revise OIML R59 “Moisture Meters for Cereal Grains and Oilseeds.” The Secretariat distributed a first committee draft to the IWG in May 2003. All drafts have been distributed to the U.S. National Work Group, which for the most part is a subset of the NTEP Grain Sector. In October 2003 China hosted a meeting of the TC17/SC1 subcommittee in Beijing to review and discuss this revised document. A second committee draft that incorporated U.S. comments was circulated in May 2004 by the Secretariat. A meeting of the IWG was held in Paris in September 2004 to resolve conflicts on the document. U.S. comments on the 3<sup>d</sup> CD of R59 were returned to the Secretariat in July 2005. Please contact Diane Lee at 301-975-4405 or at [diane.lee@nist.gov](mailto:diane.lee@nist.gov) if you would like to participate in this work group.

*TC17/SC8 “Quality Analysis of Agricultural Products” (Australia)*

A new subcommittee has been formed to study the issues and write a working draft document “Measuring Instruments for Protein Determination in Grains.” Australia is the Secretariat for this new subcommittee. A work group meeting was held in May 2004 in Sydney. A second working draft of this document was received in August 2004, and a third working draft was received in May 2005. A work group meeting was held in June 2005 in Berlin

to discuss the latest round of comments on the third working draft. Please contact Diane Lee at 301-975-4405 or at [diane.lee@nist.gov](mailto:diane.lee@nist.gov) if you would like to participate in this working group.

## **II. Mutual Acceptance Arrangement (MAA) on OIML Type Evaluations**

The OIML MAA has now entered the implementation phase. The first “provisional” Committee on Participation Review (CPR) has been established for OIML R60 (Load Cells) and R76 (Non-automatic Weighing Instruments). The CPR is being called ‘provisional’ to reflect the fact that the participants are under no obligation to sign either of the Declarations of Mutual Confidence (DoMCs) that are expected to result.

The first meeting of the CPR was held June 15 and 16, 2005, in Lyon, France, in conjunction with the 40<sup>th</sup> CIML Meeting and the 50<sup>th</sup> Anniversary Celebration of OIML. Mr. Stephen Patoray represented the NCWM, Mr. Steve Cook represented the Secretariat of OIML TC9 responsible for OIML R60, and Dr. Charles Ehrlich represented the Secretariat for OIML TC3/SC5 responsible for the MAA. Twenty-one countries had representatives at the meeting, with nine of the countries indicating interest in participating as an ‘Issuing Participant’ for at least one of the two DoMCs. (An ‘Issuing Participant’ is one that performs tests and issues certificates under the DoMC.) The CPR reviewed the application files of the nine countries wishing to be Issuing Participants and decided that two of the countries needed to have peer reviews conducted. (For reasons of confidentiality, no countries are being identified by name until the DoMC is signed.) A training course for peer review auditors will be held in September 2005 in Paris, and the peer reviews are expected to be completed by January 2006. Signing of the DoMCs for R60 and R76 is tentatively set for early 2006, shortly after the second CPR meeting to be held in February 2006. At that time countries who do not sign at least one of the DoMCs will no longer be members of the CPR (the CPR will then no longer be ‘provisional’). It was proposed that countries may subsequently apply to join the CPR during two specified periods per year. (The CIML will be voting on this.).

Also at the first CPR meeting a draft ‘Operating Rules for CPRs’ was discussed, and it was agreed among CPR members that an 80 % voting rule would apply, with no more than one negative vote from an ‘Issuing Participant’. The ‘Operating Rules’, containing this proposal and others, will be put forward to the CIML for postal vote. A draft implementation document on using ISO/IEC 17025 (requirements for testing laboratories), to be used for conducting the legal metrology audits, was also discussed. Another implementation document on ISO Guide 65 (requirements for issuing authorities) was circulated to the CPR for comment after the meeting. These implementation documents will ultimately be distributed as Working Drafts to OIML TC3/SC5 to be developed as OIML Documents.

The NCWM Board of Directors (BOD) had indicated to the BIML its desire to participate on the CPR, primarily to help answer many of the NCWM’s questions and concerns, and realized that many details regarding the implementation of the MAA will be developed through discussions of the CPR. The NCWM also indicated to the BIML that the NCWM anticipates it will sign a DoMC only when it is prepared to do so as an OIML Issuing Authority that issues test data and OIML Certificates under the MAA (i.e., as an Issuing Participant). The BIML allowed the NCWM to participate on the provisional CPR under this arrangement. The United States is for now considered by the BIML as a country that will not issue OIML Certificates under the MAA but rather might in the future utilize those issued by other countries (a ‘Utilizing Participant’). This arrangement could change as negotiations continue and the CPR discussions advance. At their July 2005 Annual Meeting in Orlando, the Board began considering whether NCWM should be a Utilizing Participant for R60 since all of the necessary load cell testing capability in the United States is not available. A final decision is anticipated at the January 2006 Interim Meeting in Jacksonville.

At their meeting in Berlin in 2004, the CIML instructed OIML TC3/SC5 to start revising both publication B10-1 (MAA) and publication B3, “OIML Certificate System for Measuring Instruments” after some experience with the MAA has been gained. Further implementation of the MAA may require that other detailed regulations be developed.

For further information on the MAA and its implementation, please contact Dr. Charles Ehrlich at [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov) or at 301-975-4834 or by fax at 301- 975-5414.

### **III. Report on the 39th Meeting of the International Committee of Legal Metrology (CIML) (held October 2004)**

Representatives from 54 of the 59 member nations participated in the 39th Annual Meeting of the CIML in November 2004 in Berlin. Dr. Charles Ehrlich, the CIML Member for the United States, led the U.S. delegation. The delegation also included Dr. Richard Kayser, NIST Acting Deputy Director; Mr. Henry Oppermann, Chief of the NIST Weights and Measures Division; Dr. Claire Saundry, Chief of the NIST International Affairs Office; Mr. Stephen Patoray, Director of the U.S. National Type Evaluation Program (NTEP) of the National Conference on Weights and Measures (NCWM); and Dr. Jane Cowley, Office of Technical Specialized Agencies, Bureau for International Organization Affairs, U.S. Department of State.

#### *Work of the TCs/SCs*

The CIML approved the following International Documents and one International Recommendation:

- Revision of D1 Elements for a law on metrology;
- Revision of D9 Principles of metrological supervision;
- Revision of D11 General requirements for electronic measuring instruments;
- Revision of D14 Training of legal metrology personnel - Qualification - Training programs;
- Combined Revision of D6/D8 Measurement Standards - Requirements and Documentation;
- New D28 Conventional value of the result of weighing in air (reclassification of R 33); and
- R111-2 Weights of classes E1, E2, F1, F2, M1, M1-2, M2, M2-3 and M3. Part 2: Test Report Format (Edition 2004).

The Committee approved the assignment of the Secretariat of TC6 “Prepackaged products” to South Africa and the Secretariat of TC9/SC3 “Weights” to Germany. It was noted that Germany wishes to relinquish the Secretariat of TC12 “Instruments for measuring electrical quantities.”

The Committee approved two new working projects:

- Revision of R99/ISO 3930 *Instruments for measuring vehicle exhaust emissions* as jointly proposed by TC16/SC1 and ISO TC22/SC5;
- New Recommendation on *Clinical infrared ear thermometers* as proposed by TC 18/SC2.

#### *CIML Presidency*

The Committee elected Mr. Alan E. Johnston (CIML Member for Canada) as its President for the next six years, effective at the opening of the 40th CIML Meeting in June 2005. The Committee was unable to elect a First Vice President because the required majority of votes was not obtained. Prof. Kochsiek (of Germany) agreed to continue his role as CIML First Vice President until the election of a new First Vice President at the 40th CIML Meeting.

### **IV. Report on the 12<sup>th</sup> International Legal Metrology Conference**

Representatives from 54 of the 59 member nations participated in the 12<sup>th</sup> International Legal Metrology Conference from October 26-29, 2004, in Berlin. This Conference is held only once every four years. Members of the U.S. delegation to the Conference are listed in the CIML section (above) in this report.

#### *Work of the TCs/SCs*

The Conference formally sanctioned those new or revised Recommendations already approved by the CIML since the 11<sup>th</sup> Conference in 2000.

#### *Recommendations approved in 2001:*

- R16-1 Mechanical non-invasive sphygmomanometers (Edition 2002)
- R16-2 Non-invasive automated sphygmomanometers (Edition 2002)

- R75-1 Heat meters. Part 1: General requirements (Edition 2002)
- R75-2 Heat meters. Part 2: Type approval tests (Edition 2002)
- R133 Liquid-in-glass thermometers (Edition 2002)

*Recommendations approved in 2002:*

- R84 Platinum, copper, and nickel resistance thermometers (for industrial and commercial use)(Edition 2003)
- R134-1 Automatic instruments for weighing road vehicles in motion. Total vehicle weighing (Edition 2003)

*Recommendations approved in 2003:*

- R48 Tungsten ribbon lamps for the calibration of radiation thermometers (Edition 2004)
- R49-1 Water meters intended for the metering of cold potable water. Part 1: Metrological and technical requirements (Edition 2003)
- R49-2 Water meters intended for the metering of cold potable water. Part 2: Test methods (Edition 2004)
- R52 Hexagonal weights - Metrological and technical requirements (Edition 2004)
- R61-1 Automatic gravimetric filling instruments. Part 1: Metrological and technical requirements – Tests (Edition 2004)
- R87 Quantity of product in prepackages (Edition 2004)
- R135 Spectrophotometers for medical laboratories (Edition 2004) Recommendation approved in 2004 by CIML postal approval
- R111-1 Weights of classes E1, E2, F1, F2, M1, M1-2, M2, M2-3 and M3 Part 1: Metrological and technical requirements (Edition 2004)

One Draft Recommendation, R136 *Instruments for measuring the area of leathers*, was directly sanctioned by the Conference.

OIML Recommendations R33 *Conventional value of the result of weighing in air* (Revised as D28) and R62 *Performance characteristics of metallic resistance strain gauges* were withdrawn. The Conference decided that OIML Test Report Formats, which are of an informative nature and concern the implementation of the Recommendation in national regulations, shall be approved by the CIML according to the rules applicable to International Documents without having to be sanctioned by the Conference.

***OIML Publications – Now Available Without Cost***

The conference approved a proposal to make all OIML publications, except those which are published jointly with other organizations, available free of charge in electronic format on the OIML website and to cease publishing Recommendations in paper format.

*Administrative and Financial Matters*

The conference adopted the *Budget for the Financial Period 2005-2008*; it represents a zero-real-growth increase (2 %) over the previous financial period. No Member State offered to host the 13th International Legal Metrology Conference (to be held in 2008). It was decided that the BIML will 'host' the 13th Conference in France if no other country steps forward.

**V. Report on the 40th Meeting of the International Committee of Legal Metrology (CIML) (held June 2005)**

The 40th CIML meeting was held in conjunction with the 12th International Metrology Congress, June 18 - 20, 2005, in Lyon, France. Representatives from 52 OIML member states participated in the meeting that also included a celebration of the 50th Anniversary of OIML.

Opening addresses at the meeting were given by both the (outgoing) Acting CIML President Manfred Kochsiek (Germany) and the recently-elected CIML President Alan Johnston (Canada). Discussions at the meeting included concerns on implementing new financial regulations at the BIML, activities of the Presidential Council, and the OIML long-term strategy and action plan. A report was given on the activities of the Permanent Work Group on Developing Countries. Dr. Steven Carpenter, Director of the NIST Office of International and Academic Affairs, represented the United States on the work group. Reports were also given by representatives of several liaison organizations (such as BIPM and ISO) and several Regional Legal Metrology Organizations (such as SIM and APLMF).

The BIML Director gave a presentation on the organization and activities of the Bureau. Another presentation concerned efforts of the BIML to improve communication, coordinate the production of OIML publications, and improve the OIML web site.

#### *Technical Activities:*

The Committee decided:

- to disband and discontinue the work of TC 10/SC 6 Strain gauges,
- to merge TC8/SC1 Static volume measurement and TC8/SC2 Static mass measurement under the Co-secretariat of Austria and Germany with title TC8/SC1 Static volume and mass measurement, (disbanding the old TC8/SC2),
- to allocate the Secretariat of TC10/SC3 Barometers to China,
- to withdraw the following work projects:
  - TC7/SC1: p 1 revision R 30 *End standards of length (gauge blocks)*,
  - TC10/SC4: p 2 *Requirements for force measuring instruments for verifying material testing machines* in favor of the utilization of ISO 376,
  - TC17/SC6: p 1 *Calibration procedure for mine methanometers* and p 2 *Procedure for calibration of alarms of combustible gases and vapors*.

The Committee approved the proposal from TC3/SC5 to use the Guides for the application of ISO 17025 and Guide 65 drawn up by the CPR on R60 and R76 as a first Working Draft and to proceed following the Directives for Technical Work. The Committee authorized the Bureau, together with the TC4 Secretariat (Slovakia), to decide together with ILAC on the best way of publishing the revised D10 *Recalibration intervals for measuring equipment used in testing laboratories*. The Committee instructed the Bureau to organize a meeting with the Secretariats of TC8/SC7 and TC8/SC8 (*Gas Meters*) and to redefine the scope of these Subcommittees' projects so as to avoid unnecessary discrepancies and the duplication of work.

The Committee took note of a report presented by Mrs. Gaucher, MAA Project Leader at the BIML, showing the progress in the implementation of the MAA and the outcome of the first CPR Meeting. *[Details on the MAA and the CPR are given in the MAA section of this report.]*

The Committee elected Mr. Stuart Carstens (South Africa) for a six-year term as First Vice President. He will take over his duties immediately. Prof. Kochsiek (Germany) will remain Vice President until the 41st CIML Meeting in 2006. The Committee approved the renewal of the contract of Mr. Magaña as BIML Director from January 1, 2006, to December 31, 2010. A new Assistant Director will be appointed in 2007, and a selection committee for that position was chosen; Dr. Ehrlich is on the selection committee.

#### *Future CIML Meetings*

The 41st CIML Meeting will be hosted by South Africa in Capetown in October 2006. The Committee noted that the People's Republic of China was considering inviting the CIML to hold its 42<sup>nd</sup> Meeting in China in October 2007. A decision on this will be made at the 41st CIML Meeting.

## **VI. 11th Annual Asia-Pacific Legal Metrology Forum (APLMF)**

The 11<sup>th</sup> Annual Meeting and Work Group meetings of the Asia-Pacific Legal Metrology Forum (APLMF) were held October 6 - 8, 2004, in San Diego, CA. As host, the United States was represented by Dr. Charles Ehrlich, Mr. Henry Oppermann, and Mr. Wayne Stiefel of NIST, Mr. Michael Cleary, California Division of Measurement

Standards, Mr. Chris Guay, Procter and Gamble Company, and Ms. Kathleen Thuner, Commissioner and Sealer of Weights and Measures for San Diego County. Ms. Thuner's staff graciously provided logistical support. The meetings were attended by more than 50 delegates from 18 member countries. There are presently 26 member economies, 20 full members and 6 corresponding members in the Forum.

Mr. Guay provided a special host economy presentation on "International and Regional Labeling Requirements: Local Control at what Local Cost" that explored the difficulties encountered by consumer product packagers when exporting into multiple countries. Issues discussed included different consumer product regulations, units of measure, expression of units, language requirements, regulated package sizes vs. unit pricing, and enforcement policies and practices. The need to reduce barriers through use of international guidelines and standards, harmonization of requirements, and mutual recognition of capabilities was emphasized.

The President of APLMF is Dr. Akira Ooiwa, who is Director of the Mechanical Metrology Division at the National Metrology Institute of Japan. Japan has agreed to continue serving as Secretariat until next year, but a new Secretariat is being sought. The Forum currently has seven active work groups: (1) Training chaired by Australia, (2) Prepackaged Goods chaired by New Zealand, (3) Mutual Acceptance Arrangements chaired by United States, (4) Utility Meters chaired by Canada, (5) Medical Measurements chaired by Chinese Taipei, and (6) Rice Moisture Measurements chaired by Japan. A new work group (7) on Traceability in Legal Metrology is being started by Japan. All of these work groups held meetings in San Diego.

The main activity of the APLMF has been to conduct regional training. Training on developing legislation for the implementation of OIML R87 (Prepackages) was held in Malaysia in July 2004. The training was conducted by New Zealand. A Seminar on Sphygmomanometers was held in Chinese Taipei from August 30 - September 5, 2004. Guest speakers from the United States and Germany provided most of the training. A training session on the verification of non-automatic weighing instruments is planned for November 2004 in Shanghai with trainers from the Peoples Republic of China and Australia. Training on electricity meters is scheduled for late 2004 in Vietnam, with Canada to provide the training. Mr. Cleary indicated that California might be able to provide training on CNG. The U.S. Food and Drug Administration has been asked to provide a training session on medical thermometers.

Malaysia will host the 2005 APLMF meeting in Kuala Lumpur, November 23 - 25, 2005. Please contact Dr. Ehrlich for details at [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov) or at 301-975-4834 or by fax at 301-926-0647.

## Appendix B

### NCWM Associate Membership Committee Minutes

July 11, 2005

The following individuals were in attendance:

Mark Galletta	Nestlé USA	mark.galletta@us.nestle.com
Gary Lameris	Hobart	gary.lameris@hobartcorp.com
Stephen Langford	Cardinal Scale	slangford@cardet.com
Paul Lewis	Rice Lake	paulew@rlws.com
Vince Orr	ConAgra Foods	vince.orr@conagrafoods.com
Chris Guay	Procter & Gamble	guay.cb@pg.com
Bill Sveum	Kraft Foods	wsveum@kraft.com
Gale Prince	Kroger	gale.prince@kroger.com
Krister Hardaf Segerstad	IKEA	krister@memo.ikea.com
Zina Juroch	Pier 1 Imports	zmjuroch@pier1.com
Richard Davis	Georgia Pacific	richard.davis@gapac.com
Darrell Flocken	Mettler-Toledo	darrell.flocken@mt.com
Pete O'Bryan	Foster Farms	obryanp@fosterfarms.com
Steve Steinborn	Hogan & Hartson	sbsteinborn@hhlaw.com
Carolyn Hall	Foster Farms	hallcd@fosterfarms.com
Michael Kelley	Wal-Mart Stores, Inc.	mkelly1@wal-mart.com
Bob Murnane	Seraphin Test Measures	rmurnane@pemfab.com
Louis Straub	Fairbanks Scales	lou.e.straub@fancor.com
Beth Palys	NCWM Headquarters	

Chairman Galletta called the meeting to order at 12:05 pm.

The minutes from the January 23, 2005, meeting, included as Appendix B in the NCWM Board of Directors report in NCWM Publication 16, were reviewed. Gary Lameris asked that the spreadsheet referred to in the minutes be included as part of the minutes. With this addition, the minutes were approved.

#### Financial Condition

Chairman Galletta reviewed the financial condition of the AMC stating that nine thousand dollars had been used to aid in the development of the NCWM website and that ten thousand dollars was reserved for support of the special event. Payment of the training requests for Washington and Arizona Weights and Measures had been made. The fund had a balance of \$18,810.47 as of June 30, 2005, before any deduction for the special event.

#### Board of Directors Report

Darrell Flocken, the AMC representative on the NCWM Board of Directors, gave a report about Board activities:

- The Board of Directors is developing a Review Panel. This panel will act as a support group to the conference standing committees by reviewing new items. Don Onweiler and Henry Oppermann will make a presentation during this meeting to review the goals of this panel. The panel is made up of one Board of Directors member, a technical advisor from NIST WMD, the chair of the standing committees and industry experts in the field of scales, LMD, and packaging. The Board of Directors requests the AMC provide names for the three industry experts. The panel may also call upon other industry experts as the need arises.

- The AMC needs to recommend an associate member representative for the Professional Development Committee.
- Henry Oppermann, Chief of NIST WMD, retired effective July 1<sup>st</sup> of this year. NIST is planning on seeking a replacement for him and will be posting the position both internally and externally. NIST management hopes to name Henry's replacement by January 2006, but is not certain that this can be accomplished in this relatively short period of time. In the meantime, NIST will use department leaders on a rotating basis to perform Henry's duties. Tina Butcher will perform this role during July, Georgia Harris will do it in August, Chuck Erlich in September, and Ken Butcher in October. Four NCWM Board of Directors met with Belinda Collins of NIST to provide information on what characteristics Henry's replacement should have in order to ensure that the NCWM/NIST relationship continues to develop.
- The Board of Directors is reviewing a new NCWM budget for the next fiscal year. This budget includes an increase in NTEP Certificate of Conformance maintenance fees of ten dollars (from \$145 to \$155 per certificate), an increase of \$10 in membership dues (from \$65 to \$75) and an increase in annual meeting registration of \$50 (from \$250 to \$300). Chair-elect Don Onweiler stated that the conference has operated in the red for the last three years and that these increases will result in a projected profit of \$7,648.
- Management Solutions has added Judy Markoe to their staff to work on public relation efforts to increase the membership of the NCWM. There will be no addition to management fees for this work.
- There have been additional discussions regarding changing the voting policy of the conference but there is no support for these changes from the Board of Directors at this time. This item will be dropped from the Board's agenda.
- The Board of Directors extends its thanks and appreciation to the AMC for the funds allocated to the new website. This new website is up and running with some cleanup and tweaking remaining to be completed. (There have been reports of large white areas in the screens when viewing the site. If you experience this, you should advise Management Solutions and include your hardware type, browser type and revision so that the problem may be resolved.)
- The 2007 annual meeting will take place on July 8 - 12 at Snowbird Resort in Salt Lake City, Utah. The 2008 Interim Meeting of the NCWM will be held in New Orleans from January 13 - 16.
- The NCWM and NIST WMD are developing the next steps in a market survey plan. Don Onweiler will speak on this topic on Tuesday and may appoint a team to develop a plan for the survey.
- There has been a small decrease in some segments of NCWM membership but the Board feels that this is close to a turnaround in membership and that they expect it to grow in the future.

#### NCWM Website

Beth Palys of Management Solutions reported that the new NCWM website came online last week and that they are accepting feedback about the site content and operation. The site will undergo further development and refinement. The AMC listserv will be activated at the conclusion of this meeting. If you experience problems with the operation of the site, please report your problem to Management Solutions personnel.

#### Elections and Appointments

- Vince Orr was elected as the new Secretary for the AMC
- Gary Lameris was elected as the recommended associate member representative on the Professional Development Committee
- Lou Straub was appointed as the scale expert to the new Review Panel
- Gordon Johnson was appointed as the LMD expert to the new Review Panel
- Mark Galletta was appointed as the packaging expert to the new Review Panel



Training Requests

Mark Galletta will draft a new procedure for reviewing training requests and forward it to committee members for review and comment.

New Business

Vince Orr proposed a technical roundtable discussion for next year's meeting. He suggested a topic on Net Content Control to provide specific information to NCWM membership in this area. He indicated that he will ask the Professional Development Committee to help sponsor it. The panel will consist of at least three industry representatives, one legal representative, and two weights and measures representatives. The discussion should take about 2 hours. This should be more fully developed by the NCWM Interim Meeting.

Adjournment

The meeting was adjourned at 12:55 pm.

Respectfully submitted,  
Stephen Langford  
Secretary/Treasurer, AMC

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## Appendix B1

### AMC Funds Allocations

AMC Fund Allocations						
AMC Fiscal Report as of 12/30/04		Amount	Current AMC Balance		28,245	28,245
Fund Balance on 9/30/04		16,030	Allocations:		Reserved	Approved
Revenue this Fiscal YTD		12,215	Special Event		10,000	10,000
Amount Paid Out		--	AMC "reserve"		500	500
Current AMC Balance		28,245	Available for Website & Training		17,745	17,745
Requests for Website & Training (revised 1/04/05)						
Jurisdiction	Contact	Category	Purpose	Requested	Approved	
1 NCWM	Board of Directors	Website	NCWM website revamp	29,000	9,000	
2 CO Dept of Ag	Kristin Young (A)	Attend Meetings	T&E for 1 representative at 2 meetings (NCWM & NTEP)	2,200	0	
3 NH	Richard Cote	Attend Meetings	T&E for 1 representative at 2 meetings (NCWM & NEWMA)	1,000	0	
4 AK	Ed Comiskey	Attend Training	T&E for 1 person at NIST Basic Metrology Seminar	3,260	0	
5 CO Dept of Ag	Kristin Young (B)	Attend Training	T&E for several inspectors at H44 training	1,300	1,300	
6 CO Dept Labor	Mahesh Albuquerque	Attend Training	Field inspector training (1 person)	1,500	0	
7 CT	Frank Greene	Attend Training	Fees for 9 inspectors (statistical sampling)	500	500	
8 HI	Michael Tang	Attend Training	T&E for 1 person NIST Advanced Metrology Seminar	1,500	0	
9 SD	David Phahler	Attend Training	T&E for 3 inspectors at H44 training	2,085	2,085	
10 Spokane	Steve Parker	Attend Training	T&E for 2 inspectors (scale certification & commodity inspection)	1,000	1,000	
11 WA	Gerald Buendel	Attend Training	Fees for 14 inspectors (retail computing scales)	500	500	
12 AZ	Dennis Ehrhart	Conduct Training	Facilitator fee for HB 44 training offered to W&M program members	700	700	
13 MA	Charles Carroll	Conduct Training	Room rental, equipment rental, printing costs & related expenses	2,000	1,710	
14 OH	Kenneth Wheeler	Conduct Training	Purchase training materials for Training Assistants Program	450	450	
15 PA	Ken Deitzler	Conduct Training	Purchase PowerPoint projector	4,000	0	
16 WA	Gerald Buendel	Conduct Training	Expenses for 2 programs (random pack & market survey)	500	500	
Totals				51,485	17,745	
				Still Available:		
				0		

AMC approved \$1,710 for now -- and up to \$2,000 if approved training funds from other jurisdictions are not spent by end of August '05.

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## **Appendix C**

### **NTEP - Conformity Assessment Program (CAP) Update**

During the NCWM Annual Meeting held July 9 - 14, 2005, in Orlando, FL, the chairs of the three work groups for the Conformity Assessment Program (CAP) gave a presentation to the NCWM Board during their work session and again to the NCWM membership during the open hearings. Presenting were: Don Onwiler, Administrative Review of NTEP CC's; Lou Straub, Initial Verification (IV); and Mark Knowles, Verified Conformity Assessment Program (VCAP). Each chairman used a prepared PowerPoint presentation while narrating the details related to each slide. The presentations were well received by both the Board and general membership. After the presentation, questions from the floor were answered by the respective chairs.


The presentations as they were given at the meeting are included in this Appendix. It was evident after the presentation that additional work is still needed to answer all of the remaining questions regarding the details needed to implement each of these sections of the overall program. In some cases the work groups will meet in an attempt to answer these questions. In the case of the IV work group, a pilot of the IV Program on small-capacity computing scales is planned in order to gain insight where additional information may be needed and how data may best be handled.

Once these questions have been answered by the work groups, the NCWM Board and NTEP Committee may also have additional work to address any changes or clarifications to the exiting policy before the full program is implemented.

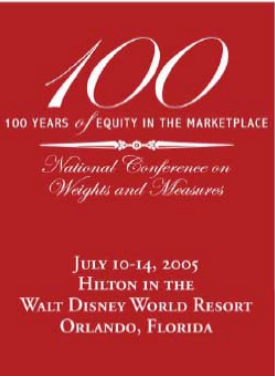
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## Appendix C1

### Initial Verification



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100  
100 YEARS of EQUITY IN THE MARKETPLACE  
*National Conference on  
Weights and Measures*  
JULY 10-14, 2005  
HILTON IN THE  
WALT DISNEY WORLD RESORT  
ORLANDO, FLORIDA

## NTEP Administrative Policy

- Conformity Assessment  
Process: Three Steps
- Initial Verification
- Administrative Review of CC
- Verified Conformity  
Assessment Program

1



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100  
100 YEARS of EQUITY IN THE MARKETPLACE  
*National Conference on  
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JULY 10-14, 2005  
HILTON IN THE  
WALT DISNEY WORLD RESORT  
ORLANDO, FLORIDA

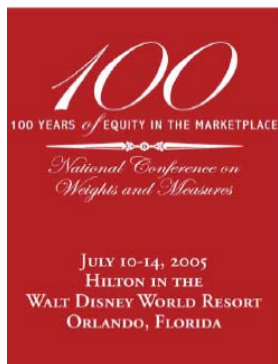
## Initial Verification

- Initial Verification Work Group  
Established
- Weights and Measures Officials
- NIST
- Scale Manufacturers
- Meter Manufacturers

2



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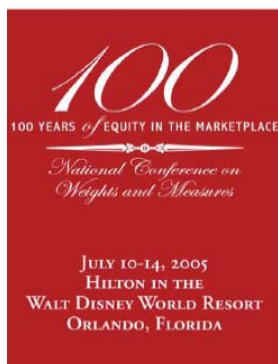
## Initial Verification Work Group

- First Meeting: May, 2004
- Work Group identified three areas to be addressed in their initial meeting

3



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## Initial Verification Work Group

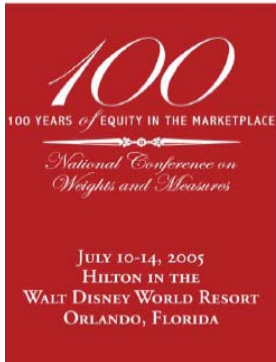
1. What are the areas of concern that an initial verification should cover?

4





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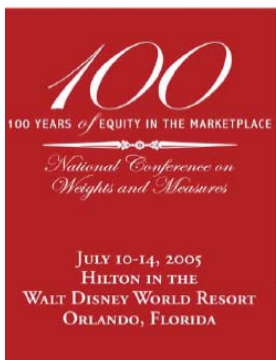
## Initial Verification Work Group

2. What is needed to conduct an Initial Verification Test and who is able to perform the Initial Verification Test?

5



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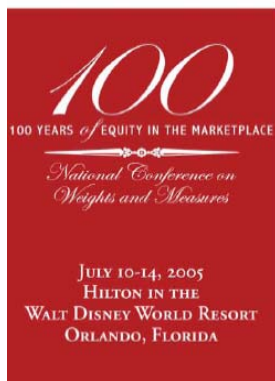
## Initial Verification Work Group

3. What is done with the information collected?

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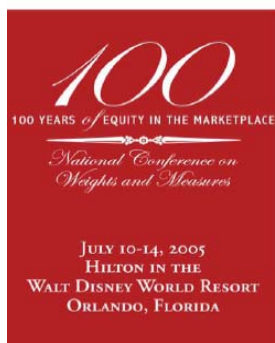
## Initial Verification Work Group

- Second Meeting: May, 2005
- Established a Pilot Program
- Developed a Test Procedure and Report Form

7



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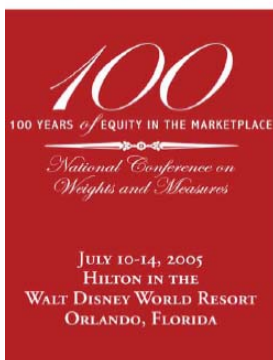
## Initial Verification Pilot Program

- Selected one device type for a Pilot Program
- Small Capacity Scales (less than or = to 100 lbs)
- 58 Active CC's for Computing Scales

8



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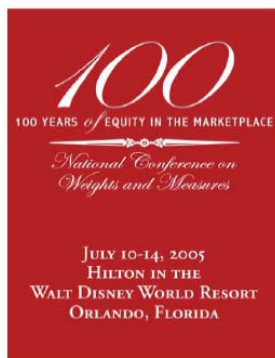
## Initial Verification Test Procedures

- NIST Handbook 44
- Established EPO's found in NIST Handbook 112

9



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## EPO No. 1 Retail Computing Scales

1. Zero-load balance as found. For pre-packaging scale, check to determine if tare is being taken. S.1.1., UR.4.1., S.2.1.1., S.2.1.2., G-S.5.2.2.(d) (1/1/86)
2. General Considerations
  - Selection ..... G-UR.1.1.
  - Installation ..... G-UR.2.1., G-UR.2.2., UR.2.2.
  - Supports and clearance ..... UR.2.1., UR.2.4.

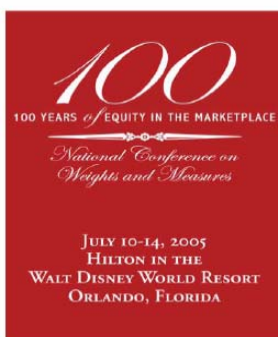
Check to be sure the scale supports are adequate to support the scale and test weights equal to the capacity of the scale!

  - Accessibility for inspection, testing, and sealing ..... G-UR.2.3.
  - Testing devices at a central location ..... G-UR.4.6.
  - Assistance ..... G-UR.4.4.
  - Position, customer readability ..... G-UR.3.3., S.1.8.3.
  - Level indicating means and condition ..... S.2.4., UR.4.2.
  - Maintenance, use, and environmental factors (cleanliness, obstructions, modifications, etc.) G-S.2., G-UR.1.2., G-UR.3.1., G-UR.3.2., UR.3.5., G-UR.4., UR.2.3., UR.4.3.
3. Marking ..... S.6.3., G-S.5.2.4, S.5.1., S.6.2
  - a. Marking requirements - all devices
    - Identification ..... G-S.1.
    - Name or ID of manufacturer ..... Retroactive
    - Model designation ..... Retroactive
    - Model prefix ..... (1/1/03)
    - Nonrepetitive serial number ..... (1/1/68)

10



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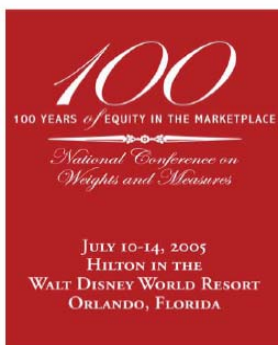
## Initial Verification Test Report Form

- The NCWM Voluntary Program Assessment Work Group developed an evaluation checklist
- Inspector Evaluation Checklist for Small Capacity Scales used as a model Test Report Form

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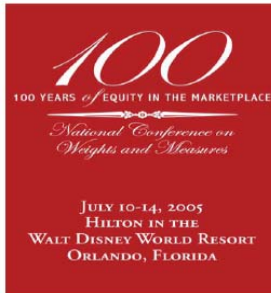
## Scale Capacity Scale Inspection Checklist

2. Inspection and Marking Requirements		
<i>The initial verification inspection must verify the device complies with marking requirements in NIST HB 44 Scales Code, Table S.6.3.a. and Table S.6.3.b.</i>		
2.1	Zero load balance as found	Yes No
2.2	Zero indication [S.1.1.(c), S.1.1.1.(b)]	Yes No NA PMT
2.3	Level indicating means	Yes No NA PMT
2.4	The name, initials, or trademark of the manufacturer. _____	Yes No PMT
2.5	The model designation (model, type or pattern). _____	Yes No PMT
2.6	NTEP Certificate of Conformance number. _____	Yes No PMT
2.7	A non-repetitive serial number. _____	Yes No PMT
2.8	The marked accuracy class. NIST HB 44 Scales Code, Table 3 _____	Yes No PMT
2.9	The nominal capacity by minimum scale division. (on both the customer and operator sides of the scale) _____	Yes No PMT
2.10	Does the scale verification scale division, e, equal the displayed scale division, d? _____	Yes No NA PMT
2.11	If no, than e must be marked on the scale. _____	Yes No NA PMT

12



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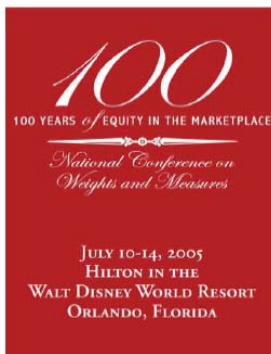
## Initial Verification Pilot Program

- We need volunteers to test the Pilot Program!
- Not every State will have to participate.
- Will some minimal training be necessary?

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## Initial Verification Pilot Program

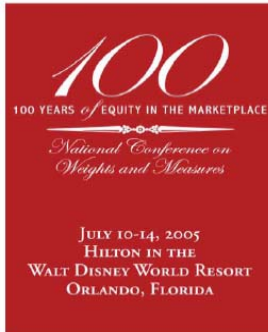
- Administrative review of CC's will assist the Initial Verification process
- Other device types can be added by following the established EPO's in NIST HB 112

14





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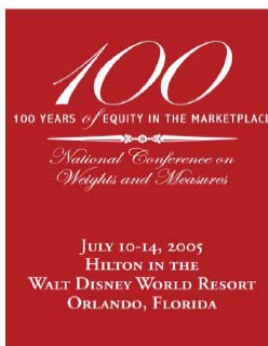
## Initial Verification Work Group

- Other issues that need to be addressed?
- What happens to the data?
- How should the information be used?
- Who will set up and maintain the database?

15



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## NTEP Conformity Assessment

- Any Questions for the Initial Verification Work Group?

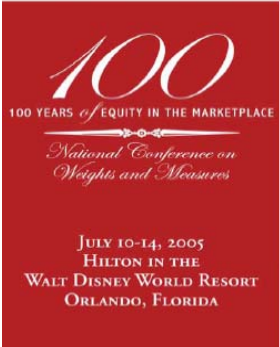
16

## Appendix C2

### Administrative Review of Certificates of Conformance



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100  
YEARS of EQUITY IN THE MARKETPLACE  
*National Conference on  
Weights and Measures*  
JULY 10-14, 2005  
HILTON IN THE  
WALT DISNEY WORLD RESORT  
ORLANDO, FLORIDA

# NTEP Conformity Assessment

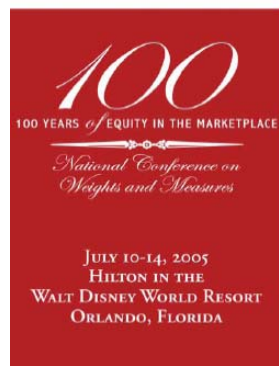
## Administrative Review of Certificates of Conformance

Don Onwiler, NE

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YEARS of EQUITY IN THE MARKETPLACE  
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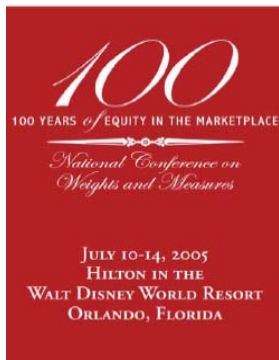
# The Goals of Administrative Review

- Uniform application of NTEP by weights and measures officials is dependent on good Certificates.
- We are focusing on;
  - **Content,**
  - **Format,** and
  - **Accuracy of Information.**

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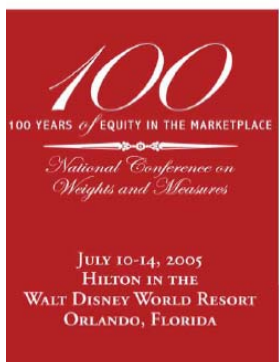
## Certificate Content

- The certificate must serve as an effective tool for Initial Verification.
- The kind of information should be consistent for each device type.
- Parameters on certificates should be consistent with parameters allowed in Publication 14.
- Develop checklist for labs to ensure ongoing uniformity of content appearing on Certificates.

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## Certificate Content

Images such as photos or drawings may be beneficial in many cases to assist in field verification.



Unapproved

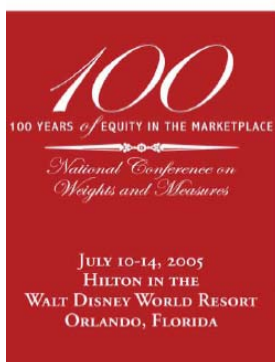
Approved

4





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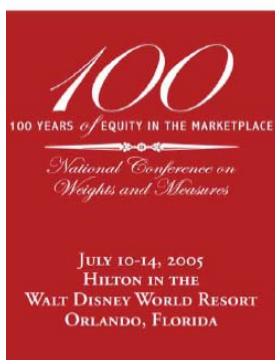
## Certificate Format

- Relatively simple to address.
- Format has evolved over time.
- The template labs use can be modified to assist in this effort.
- The new template would apply to all certificates as they are reviewed and updated.

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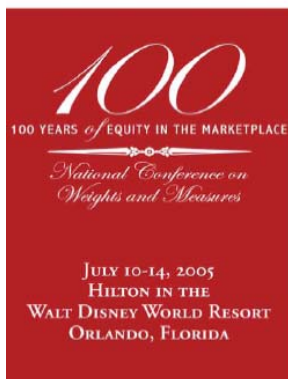
## Accuracy of Information on Certificates

- Some certificates allow parameters beyond those allowed by Pub 14.
- If the manufacturer has not taken full advantage of incorrect parameters, resolution may be relatively easy.
- In those cases where manufacturers have taken advantage of the wider parameter, additional NTEP policy may be warranted to gain a resolution.

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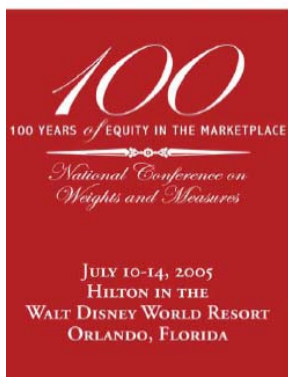
## Accuracy of Information on Certificates

- Have there been changes in manufacturing that would;
  - Require additional evaluation?
  - Require amendment of the Certificate?
- Assistance from manufacturers and NTEP laboratories may be necessary.

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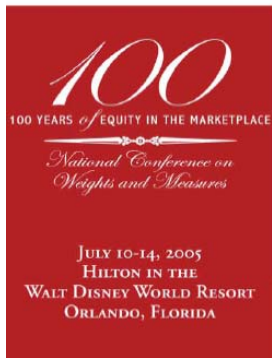
## Who will perform the Certificate Review?

- We're not sure at this point.
  - Manufacturer?
  - NTEP Laboratory?
  - NTEP Director?
- May need a cooperative effort of all three.
- May be handled on a case-by-case basis.

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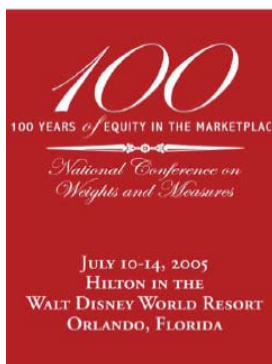
## How do we proceed?

- Work in conjunction with the Initial Verification pilot program for computing scales.
- Use feedback from that project to define content and format.

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## How Do We Pay For It?

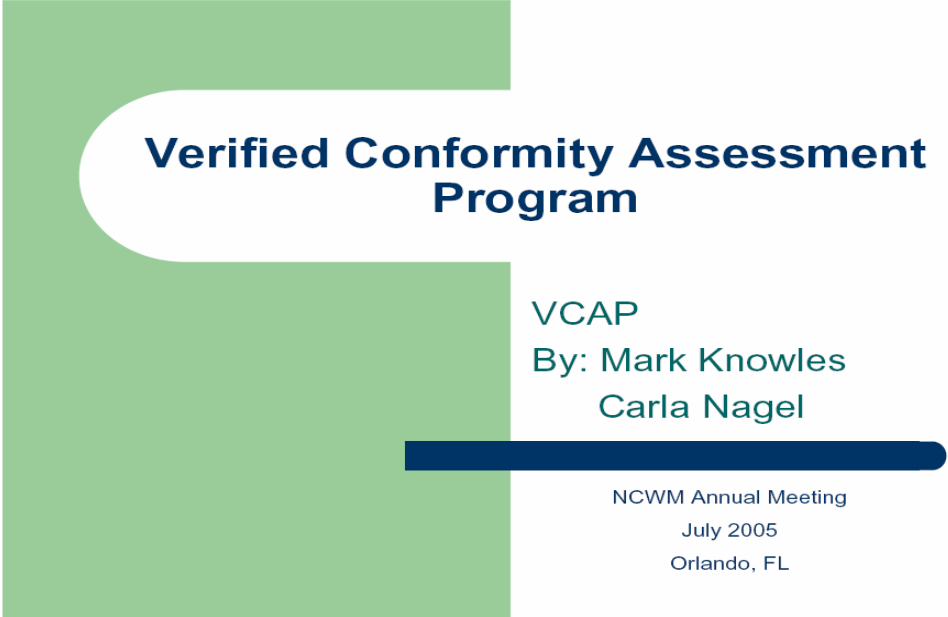
- If labs assist, they will want fees.
- If NTEP Director Assists, NTEP will want fees.
  - Will the NTEP Director have time, or will additional staff be required?
- Manufacturers may be able to simplify process and reduce costs.
- NTEP Committee may need to address through policy.

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## Appendix C3

### Verified Conformity Assessment Program (VCAP)



**Verified Conformity Assessment Program**

VCAP  
By: Mark Knowles  
Carla Nagel

NCWM Annual Meeting  
July 2005  
Orlando, FL

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**Core Members**

- Mark Knowles – HBM Inc. – Chair
- Carla Nagel – Avery Weigh-Tronix – Co Chair
- Darrell Flocken – Mettler-Toledo
- Frank Rusk – Coti Inc.
- Gary Lameris – Hobart
- Jesus Zapien – A+D Engineering Inc.
- Link Yeager – Cardinal Scale Manufacturing
- Paul Lewis Sr. – Rice Lake Weighing
- Mark McCombs – Vishay Transducers

2

## Introduction

- NTEP requires that certified devices must meet appropriate influence factors as identified in NIST Handbook 44
- Since device conformity, to these requirements, cannot be tested during initial verification, manufacturers must have a VCAP program in place to ensure that metrological devices and/or components are produced at a level consistent with that of the device and/or component submitted for NTEP evaluation

3

## Working Group Responsibilities

- The responsibility of the VCAP Group is focused on the requirements and guidelines to support the program
- The intention is to establish a “level playing field” among manufacturers of metrological devices and/or components affected by these influence factors
- Certificate Holders must show evidence of conformance to influence factor testing capabilities

4

## General

- The goal is to concentrate more on actual testing and test data than internal procedures
- This program will be site specific and will focus on the site that controls the “testing” of the device.
- Internal procedural audits are required

5

## General

- ISO certification is a benefit but not a requirement
- Recommend yearly audit first three years, then merit would allow three year cycle thereafter (Change to policy, section c)

6

## Registrar Responsibilities

- Registrar responsible to audit certificate holders site responsible for the testing of the device
- RAB or equivalent (FM, UL, etc.)
- International Representatives
- Certificate Holder able to choose Registrar according to above requirements

7

## Certificate Holders Responsibilities

- Schedule stand alone audit, not part of ISO, FM, UL etc.
- Audit to be scheduled during an influence factor test so auditor can witness test, data recording, actions taken, etc.
- New Certificate Holder must have process capability audit prior to receiving certificate from NTEP

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## Certificate Holders Responsibilities

- A certificate Holder may appeal non-conformance items during the conformity assessment audit
- Manufacturer may appeal to NTEP Director prior to pulling a certificate if non-conformance warrants that action
- Time Frame to fix non-conformance issues is 90 days after audit is complete

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## NCWM Responsibilities

- Create Database to track audit dates, certification etc.
- Require VCAP Audit Report to be provided during annual maintenance
- List of default registrar for those not ISO
- VCAP certification required within a one year cycle of maintenance fee (example if VCAP approved in July, certification required by November of following year) This is to kickoff the audit cycle.

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## Sampling/Testing

- Sample plan to be in compliance with established sampling plans (refer to SMA plan as reference or MIL standard 105E)
- Model/family selection is in compliance with NTEP evaluation guidelines as established in appropriate sections of Publication 14 (Devices to be submitted for evaluation)

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## Sampling/Testing

- Objective evidence of testing when substitution of MSC's
- An engineering change system to control engineering/design changes affecting any MSC's including appropriate testing and methods to ensure changes are released to production

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## Open Issues



- The Policy is complete
- Checklist for Auditor to audit by
- Define Process Capability and Objective Evidence (test results)
- Definition of minor / major non-conformances

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